

TNI Policy Committee Meeting Summary Friday April 1, 2016

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11 am Eastern. Attendance is recorded in Attachment 1. We discussed the informal process used for approving minutes, which Patsy decided to retain.

2. Progress towards Completion of the TNI QMP

For the Appendix to the draft QMP:

Ilona sent the text describing the NEFAP recognition committee -- "The Recognition Committee is a Committee formulated and voted on by the [NEFAP] Executive Committee to grant the final decision on the recognition of accreditation bodies." She also noted that the language in the PT portion of the appendix was much more detailed and probably should be updated to match the other programs' summaries in structure and amount of information provided.

Alfredo provided the TNRC language during the meeting -- "The TNRC recognizes nongovernmental accreditation bodies (NGABs) to accredit laboratories to the TNI Standard. The five members of the TNRC are appointed by the TNI Board of Directors, which also appoints the group's Chair and oversees its activities. The composition, goals, and terms of the TNRC members are detailed in a charter approved by the TNI Board of Directors. The TNRC works cooperatively with other groups within TNI involved in accrediting laboratories and field services measurement organizations (FSMOs)." Since this activity continues to develop, we seek language that is adequately descriptive but will not require revision with minor changes to the activity in the coming months as implementation proceeds.

Alfredo also agreed to provide the updated language about internal audits, for insertion into section 9.3 of the draft, in time for the April 15 meeting. Once that language is available, the entire revised QMP will be assembled and reviewed, as a whole, then presented to the Board of Directors with a recommendation for adoption.

The individual committee self-audit checklists should be ready for distribution to the committees for their review and acceptance by late April. These checklists will be referred to, in the QMP. They will not be part of the plan proposed for adoption, but rather maintained as free-standing documents in a separate location, readily accessible for easy updating as the various committees' SOPs and Policies are revised. Participants did agree that the database where the self-audit results will be recorded should be restricted access for security purposes, with staff and committee chairs having access. [NOTE: need to consider Board and vice chairs as possibly needing access?]

3. Review of Draft Revised Committee Charter

A draft charter was distributed for review and revision, and there was not a recent version to update. While discussing the draft, a number of structural changes (to the template) were suggested, especially to separate the charter with mission and goals from the annual

implementation plan and milestones, as well as a separate membership list – separating strategic committee objectives from tactical steps to meet those objectives.

Patsy agreed to provide a revised charter format with Policy's information (as a "permanent," rarely revised document) and also to create an annual work plan and template for an annual report which can be attached to the charter, for periodic revision by the committee. All of these "pieces" may become templates for TNI-wide use. Jerry agreed to formulate a recommendation for Policy Committee about the process for revising and maintaining charters, going forward.

4. Next Meeting

Policy Committee will meet again on April 15, 2016, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The planned review of the CSDEC style guide will be postponed until completion of the QMP and charter revisions.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board Chair	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	No
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Patsy Root IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org	Will continue to participate until QMP review is completed, at Chair's	Yes

	invitation	
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Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	Prior to April 1 meeting	April 1, 2016
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Will review at April 15 meeting
86	Provide NGAB write-up for the QMP appendix	Alfredo	Prior to April 1 meeting	April 1, 2016
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Late April 2016 for preparation of checklists	Allow at least 1 month for cmte feedback to declare final documents
90	Revise QMP language about internal audits per committee discussions	Alfredo	Prior to April 15 meeting	Appropriate portion of QMP is §9.3, see also language in
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	
94	Rework revised Charter into new format	Patsy	Prior to April 15 meeting	Revised charter distributed April 6. Template for annual implementation plan pending
95	Send Policy self-audit checklist to Patsy	Lynn	After 4/1/16 meeting	4/9/16
96	Prepare and distribute revised charter and implementation plan	Patsy	After 4/1/16 meeting	Revised charter sent 4/6/16. Implementation/work plan TBD
97	Formulate recommendation for updating and maintaining charters in new format	Jerry	Once new template is agreed upon, possibly after 4/15/16 meeting	
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Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization.	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just “TNI training” (e.g., NELAP Evaluation SOP 3-102)
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues